

Instructions for Microsoft Photo Story

1. Click on **All Programs** and then **Photo Story**. Click on the circle beside **Begin a new story** if it is not already filled in. Click **Next**.
2. Click on **Import Pictures** and then find your pictures that are stored on your computer. Select the ten pictures you will use for this story. More than one photo at a time can be uploaded by holding the **Control** button while selecting your images. Once the photos are uploaded, you can arrange them their order by clicking and dragging them from one location to another in the slide sorter at the bottom of the screen or using the arrows on the right-hand side of the pictures.
3. After you have the photos in the order you want, click **Save Project**. When the window appears, pull down the arrow and look for your user name. Change the file name from Photo Story to your last names.
4. Now you will add text. You will want your title on the first slide. Typing in the textbox on the right-hand side of the slide shown. Choose the font, font style, font size, and color of text by clicking on the square button with the letter **A** above the text box. Choose the placement and alignment of text by clicking on the other six buttons above the text box. Remember to choose colors and fonts that can be easily seen with the background of your picture. Also, put your first names on your project either on your introduction slide or your concluding slide.
5. After you have added text, click **Save Project** and **Next**.
6. Now you are ready to record your speech. Click on the slide you want to work on. Then click the red record button on the screen next to the slide. Read your script for just that slide. You can pause after each slide by clicking the stop button (with the square), or you can click on the next slide you want to record and keep going. When you are done, click on the stop button (with the square). If you don't like the results, simply click on the slide you want to redo and undo button, which is the one with the arrow. You will be prompted to delete the narration with that slide. Click **Yes**. If you are happy with your recording, click **Save Project**. Then click on the next slide and continue until all the slides are complete.
7. Click on the tab **Customize Motion** below the slide display in order to have transitions between slides. Click on the tab labeled **Transition**. Choose a transition for the slide and click **Save**. At the bottom of the screen is an arrow to move to your next slide. Click on this arrow and follow the same steps. After you have added all your transitions, click the first slide and then **Preview** so you can see your whole story with transitions.

8. Click **Save Project** after you have chosen all your transitions.
9. In the next step, click on the slide where you want your music selection to begin. Click on **Create Music** to select some pre-recorded music to add to your project. You can select music by genre, style, bands, and moods. Click **OK** once you have found a selection you like. Change the volume to be set near the **Low** side. The program will apply the music to the entire story, but you can change that. Click on the slide where you want the next music selection to begin, and then click on **Create Music**. Click **OK** once you have your new selection, and now this selection will go to the end of the presentation. After you have added all your music selections, click **Preview** to see your project. Check that the background music does not overwhelm your script. You can change the volume of the music, but you can't change the volume of your recording. You must change the volume of the music for each musical selection, so click each slide and check that the volume is set low. Then click **Save Project**.
10. Now you are ready to complete the final save of your project so that it will play full screen. Click **Next**. In the **Save your Story** window, the first choice of saving your project for playback on your computer should already be highlighted. Click **Browse** and again use the pull-down arrow beside **My Videos** to find your user name. Click **Save**. This final save has many steps, but once it is done, view your project one more time to see if you have any more changes that need to be made. If you find errors, go back to Photo Story and change. Then you will need to make this final save again.